

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Activity Report for the Period 1 May to 30 June 1987

LOGGED

FROM:

C/NBPO/OL
1J45 HQ

EXTENSION

NO.



OL

20216X-87

DATE

13 July 87

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL

DD/L
ET 210

16/7

A

To 1: FYI

2.

A/DDA

11.5 JUL 1987

A

1-2: Blank,
Thought you might
be interested in reading
what [redacted]
Procurement Officer, has
been doing since he
successfully completed
the OT program.

3. C/NBPO/OL
1J45 HQ

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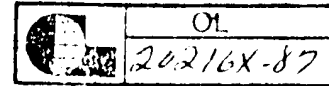
12.

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15.

DD/A [redacted]
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13 July 1987

MEMORANDUM FOR: Chief, New Building Project Office, OL

FROM:

OL/NBPO

SUBJECT: Activity Report for the Period from 1 May to 30 June

1. During the past two months, I have been involved in the construction of the new roadway near the George Washington Memorial Parkway (GWMP) entrance; the construction of the GWMP Security Control Center (SCC); the installation of a new sidewalk around the bus stop in front of the Headquarters building; the Route 123 and 193 realignment project; the delivery of dirt from our stock pile in West Lot to the Federal Highway Administration (FHWA) compound; and other ad hoc projects as assigned.

2. On 26 June, the Bid Package 4 (BP 4) contractor completed construction of the roadway inside the GWMP entrance to the Headquarters compound. The road construction was performed in three phases. The first phase of construction was to raise the elevation and widen the inbound lanes at the GWMP entrance. During this phase, all inbound traffic lanes were closed and inbound traffic was rerouted to the outbound lanes. The large volume of traffic which uses the GWMP entrance placed an additional burden on the contractor while performing phase I construction. I worked closely with Headquarters Security Division (HSD) to gain the assistance of the Security Protective Officers (SPOs). I coordinated the work with Facilities Management Division (FMD) and prepared Employee Bulletins and Logistic Notices advising employees of the road work. I spent considerable time monitoring the work so that as little traffic as possible was disturbed. Phase I construction was completed on 22 May. Phase II construction involved lowering the elevation and paving the center outbound lanes at the GWMP entrance. The work was coordinated with FMD and HSD and a Logistic Notice was prepared to alert employees of the changes in traffic pattern. Phase II was completed on 12 June. During the final phase of road construction, the far outbound lanes were raised and paved. A hydraulic vehicle barrier had to be removed during this phase and work was coordinated with Security Equipment Support Division, OS as well as FMD and HSD. Phase III construction was finished on 24 June. As the road work neared completion, I reviewed the architectural drawings for the GWMP roadway and worked with the GSA representative to design a striping plan for the GWMP roadway. I also worked with FMD to arrange for signage to be installed along the new road system. The road system was striped on 26 June and the signage was installed on 27 June.

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3. The BP 4 contractor has also worked on the inside of the GWMP SCC. The contractor installed conduit, bathroom tiles, mechanical units, ceiling grids, and drywall for the SCC. I worked with the contractor to arrange the installation of our last-minute conduit requirements and arranged for the modification of the utility room in the SCC to accommodate a man and plans safe. [REDACTED]

[REDACTED] The GWMP SCC is scheduled to be completed on 15 July.

4. During the last two months, the BP 4 contractor replaced the sidewalk around the bus stop in front of the Headquarters building. The work was done in sections and HSD, FMD, and phone installation people were kept abreast of the project status.

5. On 10 June, the BP 4 contractor completed delivery of 12,000 cubic yards of dirt from our stock pile in West Lot to the Federal Highway Administration (FHWA) compound, thus completing the requirements of a Memorandum of Understanding between the FHWA and the Agency. The work was coordinated with the FHWA representative, FMD, the Site Security Staff, GSA, and the BP 4 contractor. I kept in close contact with the FHWA representative during the project and drafted a letter to FHWA documenting the fact that we had met the requirements of the Memorandum of Understanding. After the initial delivery of the 12,000 cubic yards of dirt, the FHWA representative requested and arranged the delivery of an additional 7,500 cubic yards of dirt to the FHWA compound.

6. An important project over the past two months has been the project to realign Routes 123 and 193 near the entrance to the CIA compound. I attended several project status meetings and usually met with the Virginia Department of Transportation (VDOT) inspector two or three times a week to get updates on the project's status. In May, the contractor installed a back flow preventer valve in the main water line that feeds the Headquarters compound from Route 123. During the installation, the water line was closed. I acted as the focal point between the contractor and the Agency. After the back flow preventer was installed, a six-inch water line was installed across the main CIA entrance road. The installation of the back flow preventer valve and the six-inch water line was coordinated with FMD and HSD and a Logistics Notice was prepared alerting employees to potential traffic delays.

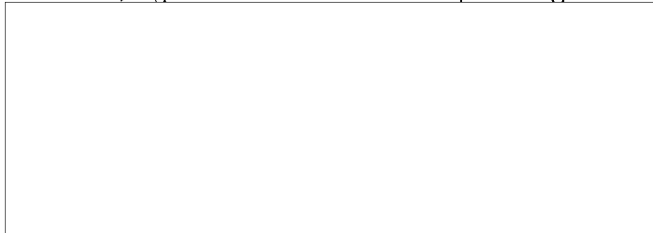
7. In June, the Route 123/193 realignment contractor began rerouting inbound traffic along the Agency entrance road. The contractor also installed detours along Route 123 near Potomac School Road and Savile Lane. I discussed the detours with the contractor, coordinated with FMD, and prepared a Logistics Notice highlighting the detours. In June, the

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contractor also started work on the installation of a precast concrete barrier wall between Route 193 and the Evermay community. The work prompted several calls from the residents of Evermay to the VDOT and to the Public Affairs Office of the Agency. The residents of Evermay, apparently, were concerned that there were too many trees being removed. The residents were assured that only those trees necessary for the installation of the wall were being removed and that vegetation would be planted after the wall was installed.

8. I was also asked to perform several ad hoc tasks throughout the past two months. I provided a tour for several managers from the Office of Technical Service. I prepared memos to the GSA project manager relaying NBPO concerns regarding soil erosion, construction site safety, and the quality of trees being planted around the compound. I have been working actively with FMD contracts staff to arrange a contract for the installation of carpet for the NHB. I have been named as the focal point for the removal of dirt from the stock pile near the west parking lot.



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